



## FermiWorks

### New Employee Sign In to FermiWorks

**05.15.15**

Welcome to Fermilab! One important part of onboarding is to enter your account information into FermiWorks, Fermilab's Human Capital Management System. FermiWorks is a one-stop shop for all of your human resources business processes at Fermilab.

The FermiWorks New Employee Onboarding website link: [http://fermiworks.fnal.gov/Onboarding\\_Training.shtml](http://fermiworks.fnal.gov/Onboarding_Training.shtml). Please contact Monica Holmes at 630.840.4634 if you have any questions.

After signing into FermiWorks, there are a total of eight Action to complete:

- ✚ Add Emergency Contacts
- ✚ I-9 (Employee)
- ✚ Education History
- ✚ Contact Information
- ✚ Name and Personal Information
- ✚ Change My Government IDs
- ✚ Change My Licenses

Depending on your job responsibilities at Fermilab, some of these Actions may not be required.

The final Action item requires you to acknowledge and/or print, sign and upload the following documents:

- ✚ Outside Employment
- ✚ Personnel Policies and Procedures
- ✚ Traffic Safety
- ✚ Quality Assurance Statement
- ✚ Notice of Privacy Practices
- ✚ Drug and Alcohol Abuse Policy
- ✚ Fermilab Policy on Computing
- ✚ Anti-Harassment Policy
- ✚ Job Offer Acceptance
- ✚ Policy Statement on Employment Opportunity for Individuals with Disabilities, Special Disabled Veterans, and Vietnam Era Veterans
- ✚ Invention and Employee Patent Agreement

Depending on your job responsibilities at Fermilab, some of these documents may not be required.

To complete setting up your account in FermiWorks, please follow the instructions on the following pages. Complete your entries in FermiWorks using proper capitalization.

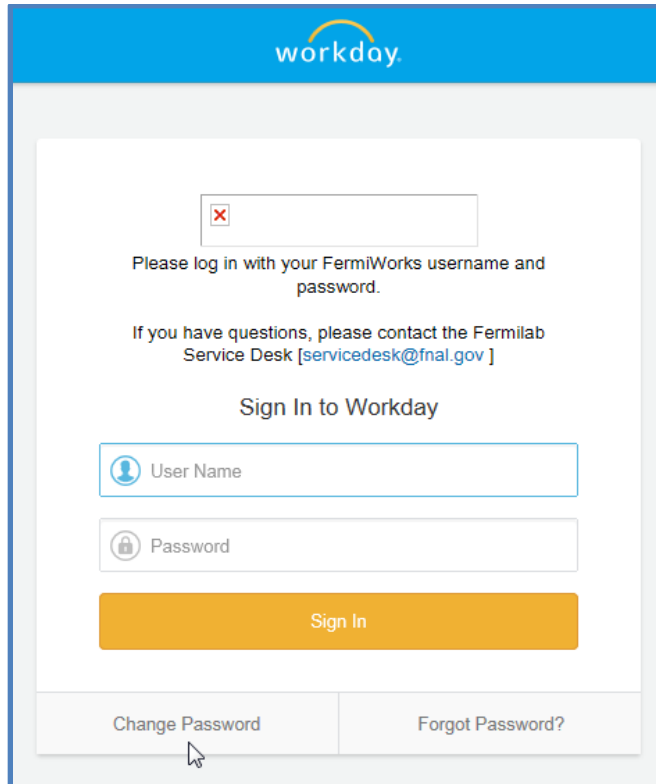
If you have any questions or concerns, Monica Holmes (630.840.4634 or [mholmes@fnal.gov](mailto:mholmes@fnal.gov)) is available to assist you.

#### Access Your FermiWorks Account

1. Open the email you received from Fermilab.
2. Click the link to open FermiWorks.

**05.15.15**

3. Enter your **User Name**.
4. Enter your temporary **Password**.



5. Click **Change Password**.

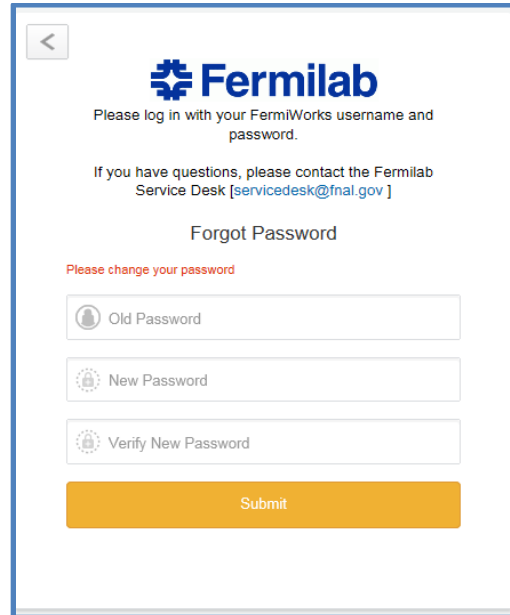
#### Change Password

1. Enter your **User Name**.
2. Enter your **Old Password** (the password in the email you received).
3. Enter your **New Password**.

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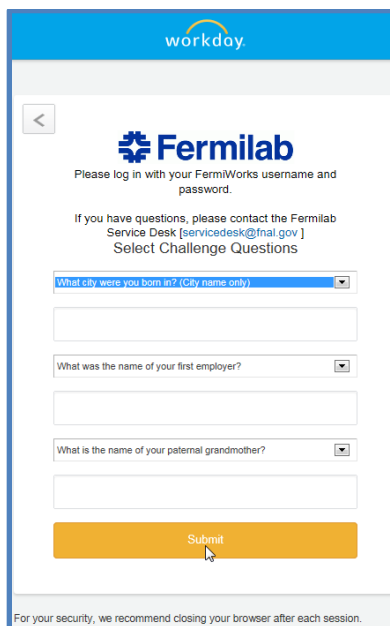
4. Enter your new password to **Verify New Password**.



The screenshot shows the Fermilab login interface. At the top left is a back arrow. The Fermilab logo is centered. Below it, text reads: "Please log in with your FermiWorks username and password." Further down, it says: "If you have questions, please contact the Fermilab Service Desk [servicedesk@fnal.gov]". A section titled "Forgot Password" is highlighted in red, with the instruction "Please change your password" below it. There are three input fields: "Old Password", "New Password", and "Verify New Password", each with a lock icon. A yellow "Submit" button is at the bottom.

5. Click **Submit**.

Select and answer the Password Challenge questions. If you forget your password, you can create a new one after answering your Challenge questions correctly.



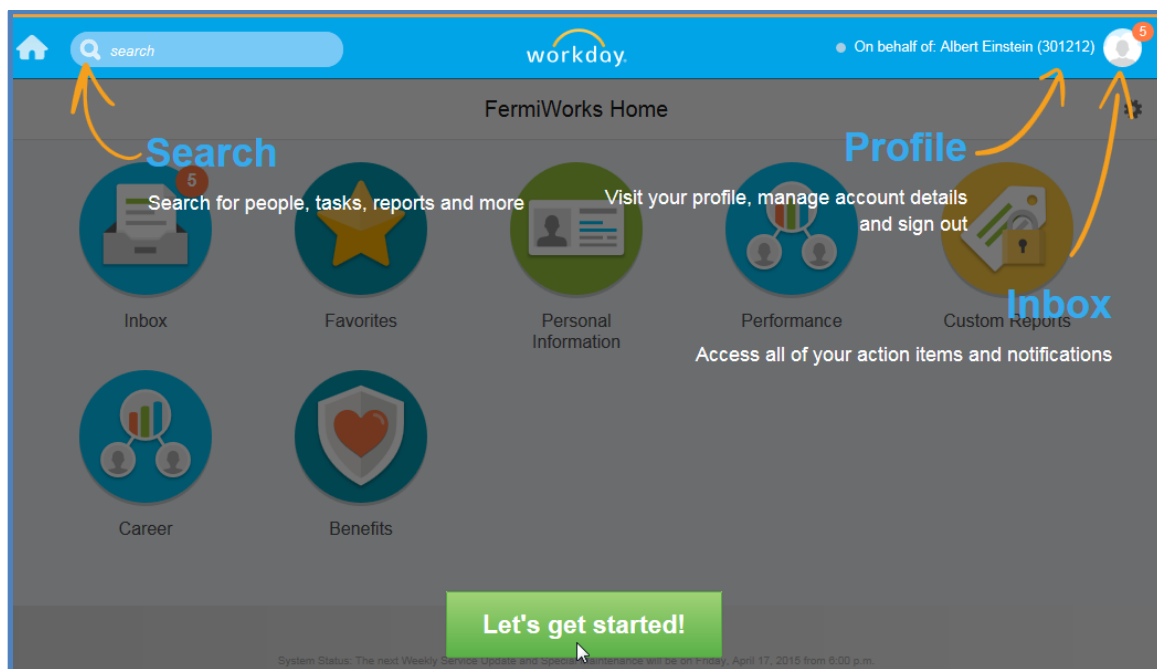
The screenshot shows the Fermilab login interface with the "workday" logo at the top. It includes the same back arrow, Fermilab logo, and login instructions as the previous screenshot. Below the login instructions, it says "Select Challenge Questions". There are three dropdown menus for selecting questions: "What city were you born in? (City name only)", "What was the name of your first employer?", and "What is the name of your paternal grandmother?". Each dropdown is followed by a text input field. A yellow "Submit" button is at the bottom. A footer note at the very bottom states: "For your security, we recommend closing your browser after each session."

### FermiWorks Onboarding

The introductory page previews the ways to navigate around [FermiWorks](#).

- Search
- Profile
- Inbox

#### 1. Click **Let's get started!**



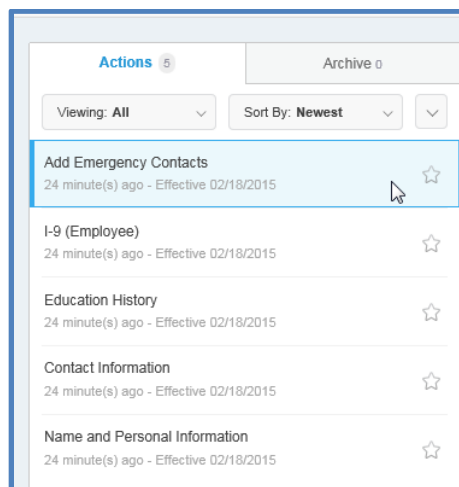
#### My Account

1. Click your name to open the My Account menu.



2. Click **Inbox**.

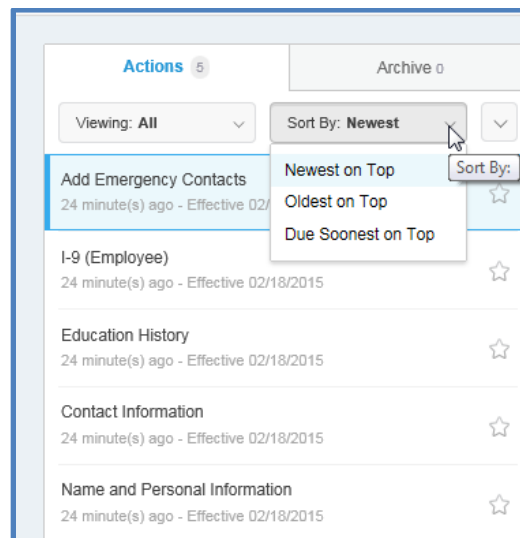
There are five initial Action items to complete.



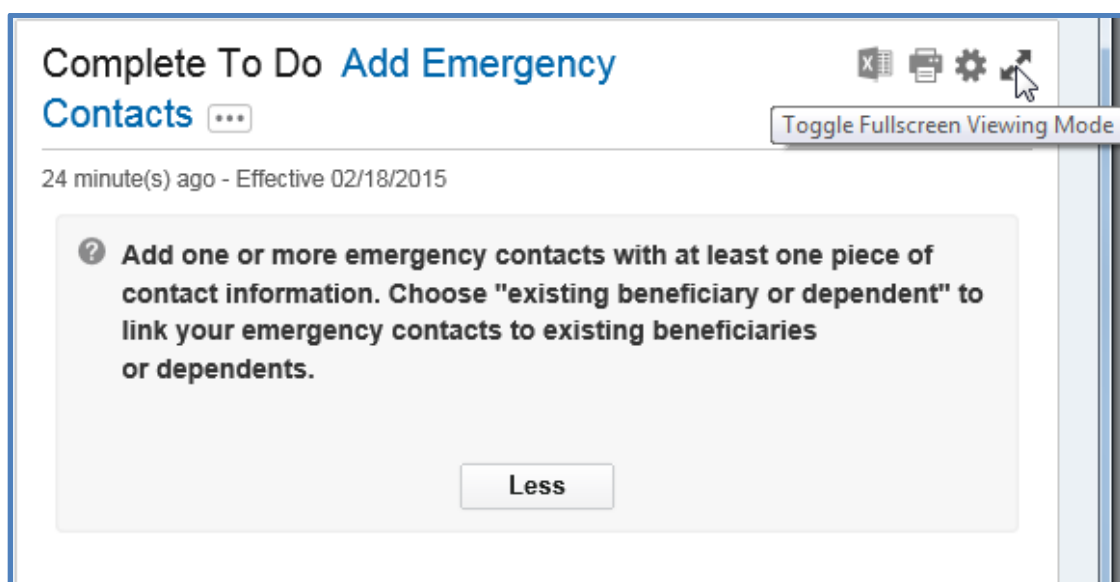
**NOTE:** There are additional Actions to complete once these initial five are completed.

The Inbox can be sorted by:

- 
- Newest on Top
- Oldest on Top
- Due Soonest on Top



Click the double arrows to view the Inbox in full screen mode.



There are additional Action items to complete. Refresh your Inbox.